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7 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
4 August 1972

25X1A

1. Cooperative Education:

spent

2 August with Mr. Gilbert Darden, co-op coordinator at Virginia State College (black). He has promised to "reserve" at least one or two students for the Agency, which is helpful since North Carolina Agriculture and Technical State University has stated that they have such a great demand for black co-ops from private industry that they probably will not be able to meet our needs. They have promised, though, to work with the Dean of Engineering to request that he conduct a survey of his students to determine who may be interested in working for the Government in the Washington area.

2. Outside Interest in CIA's Retirement Program:

On 1 August, Miss Renee Higgenbotham, a representative from the Goddard Space Agency, visited Retirement Affairs Division to obtain information on our retirement planning program. The Goddard Space Agency is planning to set up a program to assist employees in

|   |         |
|---|---------|
| CLASSIFIED BY                                 | 0935-15 |
| EXEMPT FROM GENERAL DECLASSIFICATION          |         |
| SCHEDULE OF E.O. 13526, EXEMPTION CATEGORY:   |         |
| § 5B(1), (2), (3) or (4) (circle one or more) |         |
| AUTOMATICALLY DECLASSIFIED ON                 |         |
| Approval of DCI                               |         |
| (unless impossible, insert date or event)     |         |

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preparing for their retirement. Miss Higgenbotham said that it would probably consist of only a seminar 3 to 6 months before retirement and one individual counseling session (close to retirement date) in which an employee gets an explanation of what his annuity will be and what will happen to his Government insurance.

Miss Higgenbotham has reviewed the retirement programs in six departments/agencies, including this Agency. She said that ours was vastly more comprehensive than any other program she had examined.

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3. Position Management:

a. A discussion was held last week with the [REDACTED] Laboratory, Office of Communications on a suggested realignment of positions in the [REDACTED] Section.

b. A meeting was held with the Director and Deputy Director, Office of Basic and Geographic Intelligence to initiate a position classification survey of that organization. Auditing of OBGI positions should begin during the week of 14 August.

4. Bloodmobile: One hundred forty-four pints of blood were donated on 1 August. This was close to the 147 donated in July.

5. Exercise Room: Two new Chest Pulleys and one Balance Beam were delivered for use in the Exercise Room.

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6. Air Force Job Fair: On July 28, 29 and 30, [REDACTED]

[REDACTED] Washington-based field

recruiters, participated in "Operation Homelight II". "Homelight II" was an Air Force "job fair" for military personnel leaving service. Some 65 organizations (see attachment) gathered at the Crystal City Marriot Motel to discuss employment opportunities with about 2000 servicemen. Our recruiters conducted over 200 brief interviews and gave preliminary application forms to about 50 individuals who may have potential for the Agency.

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[REDACTED]  
Acting Director of Personnel

Att

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Distribution:

Orig & 2 - DD/S

1 - IG

X - D/Pers Subject

1 - D/Pers Chrono

OD/Pers, [REDACTED] na (7 Aug 72)

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GOVERNMENT & SPECIAL ASSISTANCE  
AREA

(Suites 207-221)

AIR FORCE SERGEANTS ASSOCIATION

AGRICULTURE DEPT GRADUATE SCHOOL  
Career Transition Program

BALTIMORE COMMUNITY COLLEGE

D. C. MANPOWER

FORTY PLUS CLUB

JUNIOR OFFICERS ASSOCIATION

MARYLAND EMPLOYMENT COMMISSION

THE STATE OF MARYLAND

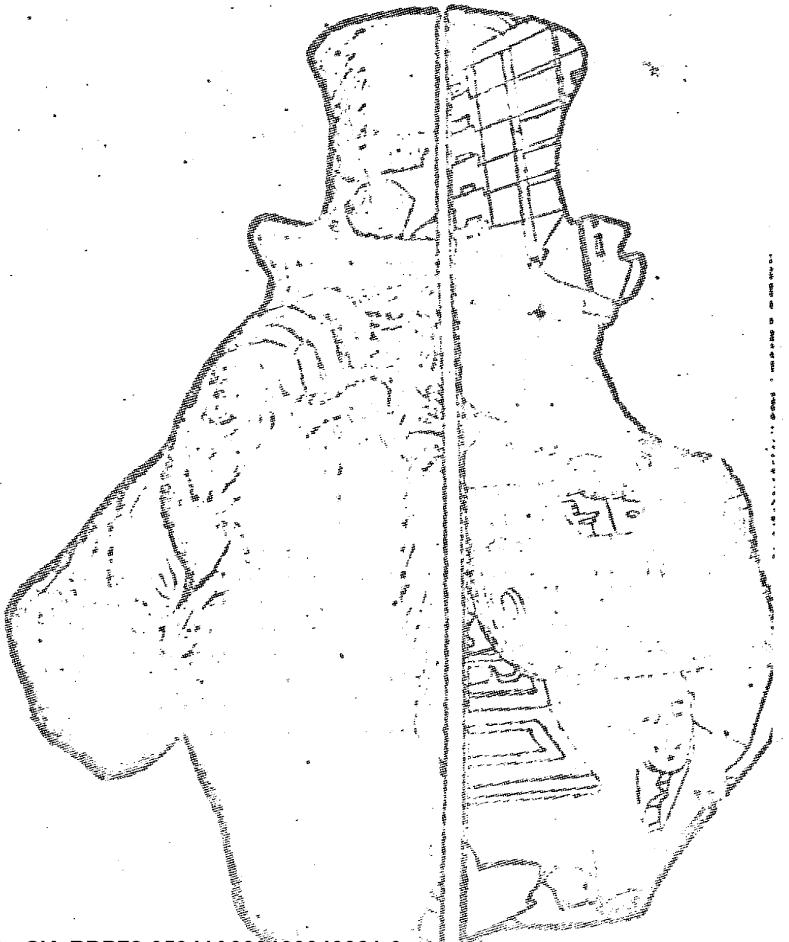
NORTHERN VIRGINIA COMMUNITY COLLEGE

RETIRED OFFICERS ASSOCIATION

COMMONWEALTH OF VIRGINIA

VIRGINIA EMPLOYMENT COMMISSION

OPERATION HOMELIGHT II  
D I R E C T O R Y



|   |                |
|---|----------------|
| ABERA LIFE & CASUALTY.....                        | 205            |
| AMERICAN CAR CO .....                             | 229            |
| AMERICAN SAVINGS & LOAN LEAGUE.....               | 1007           |
| AMERICAN STERILIZER CO.....                       | 316            |
| BARR STALMORT CO.....                             | 203            |
| BENDIX.....                                       | 627            |
| BETHLEHEM STEEL COMP.....                         | 607 - 623      |
| BLUE CROSS/BLUE SHIELD...203, 226, 227, 228,..... | 512            |
| ABC BUILDERS & CONTRACTORS.....                   | 418            |
| BURNS INT'L SECURITY SERVICES .....               | 510            |
| FURDOUGH'S CORP.....                              | 1006           |
| THE CHASE MANHATTAN BANK .....                    | 533, 323,..... |
| CENTRAL INTELLIGENCE AGENCY.....                  | 1100           |
| COMMERCE & INDUSTRY ASSOC OF NEW YORK.....        | 1026           |
| CROWELL & CO REALTORS .....                       | 504 - 514      |
| BUREAU OF CUSTOMS .....                           | 1120           |
| DOW CHEMICAL - USA .....                          | 724 - 728      |
| DUPONT CLORE FORGAN, INC.....                     | 1133           |
| EASTMAN KODAK.....                                | 424 - 431      |
| ELECTRONIC DATA SYSTEMS CORP.....                 | 914 - 303      |
| FEDERAL BUREAU OF INVESTIGATION.....              | 210            |
| FORD MOTOR COMPANY.....                           | 624            |
| GENERAL DEVELOPMENT CORP.....                     | 1114           |
| GENERAL SERVICES LIFE INSURANCE CO.....           | 816            |
| GENERAL TIRE & RUBBER CO.....                     | 622            |
| JOHNS HOPKINS HOSPITAL.....                       | 433 - 435      |
| HONCO.....  | 1029           |
| HOUSEHOLD FINANCE CORP.....                       | 516            |
| IBM .....   | 524            |
| INVESTORS FINANCIAL SERVICES.....                 | 903            |
| THE MACNE CO.....                                 | 819            |
| MANUFACTURERS HANOVER TRUST CO.....               | 503            |
| THE MARKET COOP.....                              | 1119 - 1121    |
| Mc DONALD'S.....                                  | 627 - 634      |
| MEPAC.....  | 636            |

|   |             |
|---|-------------|
| METROPOLITAN LIFE INSURANCE CO.....         | 301-304     |
| MERIL LIL CIMP.....                         | 410-416     |
| NEW YORK LIFE INSURANCE CO.....             | 714         |
| PEACE CORPS.....                            | 207         |
| PEOPLES DOME STUDIOS.....                   | 1021        |
| PHILIP MORRIS, INC.....                     | 903         |
| PLANNING RESEARCH CORP.....                 | 807         |
| PMTA TRUCK DRIVING SCHOOL.....              | 525         |
| PRATT & WHITNEY AIRCRAFT.....               | 805-821-835 |
| PUNTA FORDA ISLES, INC.....                 | 919         |
| PURITAN CHEMICAL CO.....                    | 326         |
| ROUTH ROBBINS REALTORS.....                 | 229         |
| SCHLITZ BREWING CO.....                     | 1129-1131   |
| SCOTT PAPER CO.....                         | 620         |
| SEARS, ROEBUCK, & CO.....                   | 220         |
| SNELLING & SNELLING.....                    | 1112-1108   |
| SOURCE EDP.....                             | 703         |
| STAR REALTY.....                            | 912         |
| STEAK & ALE RESTAURANTS.....                | 1105        |
| STRATEGIC SYSTEMS PROJECT, USN .....        | 1018        |
| TEXAS INSTRUMENTS, INC.....                 | 702         |
| 3M CO.....                                  | 1012        |
| THE TRANE CO.....                           | 729         |
| TRANSIT HOMES, INC. OFFICIAL PLAZA Apt 504N |             |
| TRANSPORTATION SLEEPING CENTER.....         | 333         |
| UNION CARBIDE CORP.....                     | 403         |
| PROJECT VENTS.....                          |             |
| WARDILL & REED .....                        | 910         |
| WEISTIN HOUSE .....                         | 810         |
| WERNER WALTER & CO .....                    | 716-703     |